

Date: 29th April, 2020

Request for Proposal

About Praja

Founded in 1998, Praja is a non-partisan organisation enabling accountability in governance. Praja empowers citizens to participate in governance by providing knowledge and perspective so that they can become politically active and involved beyond the ballot box. It undertakes extensive research and highlights civic issues to build the awareness of, and mobilise action by the government and elected representatives. Praja believes that uninformed and disengaged elected representatives and administration, rather than existing systems or policies, are responsible for the lack of good governance. Additionally, there is a paucity of tools to facilitate effective interaction between citizens and the local government. Praja conducts data driven research and provides information on civic issues to citizens, media, and government administration and works with elected representatives to identify and address inefficiencies in their work processes, bridge the information gaps, and aid them in taking corrective measures.

Praja is looking for a Data checking and Data Analyst Consultant who will help Praja in the making of the white paper and report cards. White paper is an Annual Report on issues like Civic, Health, Education and Crime in cities like Mumbai and Delhi/ or Report card of Councillors of Mumbai and Delhi (as per Praja's Report Card Matrix). The Role The consultant will be to help the Data Research team to get the data collected and collated as per respective white papers or reports, as the data is collected from RTIs from different departments of government. Post data entry, it needs to be checked and verified to make sure that the data is rightly entered. After the checking the data has to be downloaded from the CMS and analysed in a given way of the reports, for the consultant, who is going to make the final white paper with proper inputs of policy, programme, graphs and info graphs. He/she will coordinate with the Team Head and Co-ordinator of the Data and Research team for all the processes. Below is the detail of the work to be performed by the consultant. To know more about our work and goals, please visit www.praja.org.

Key Responsibilities

- Will check the RTI data collected and entered by Praja.
- Will crunch the numbers and analyse to make the draft for the organisation's yearly reports.
- Supporting the co-ordinators with data management, analysis along with MIS and Master Cycle control for that specific report.
- Take charge and control raw data files for analysis to draft our yearly reports/ whitepapers.
- Help the team to come out with the full white paper/ report at the end of the contract.
- Produce a report at the end of the contract.

Delhi Office Address

Room No. 215, 2nd Floor, Competent House,
F Block, Connaught Place, Middle Circle,
New Delhi 110001.Tel: 011-23321559.

Additional Skills

- Comfortable with quantitative and qualitative research methodologies.
- Good computer skills: Microsoft Word/ Excel/ PowerPoint and Internet.
- Good data checking skills.
- Basic working knowledge of Hindi and Marathi is preferred.

Educational Qualifications

- Graduate or Post graduate, preferably.
- Previous work in the development sector or voluntary experience/exposure to the sector would be an added advantage.

Please send the quotation on your letterhead mentioning the specifications of service and charges including taxes as applicable, via email or in a sealed envelope by 30th April, 2020. For any queries kindly contact Mr, Yogesh Mishra (+91-022 - 22618042) or Ms Ashwini Agavne. You can also e-mail us at Yogesh@praja.org or ashwini@praja.org